

Luis M Espinoza Vitela

(b) (6)

Mobile: (b) (6)

Email: (b) (6)

Country of Citizenship: United States

Veterans' Preference: (b) (6)

(b) (6)

Highest Grade: 09

Availability: Job Type: Permanent

Work Schedule: Full-Time

Desired locations: US - TX - Dallas

US - TX - Fort Worth

US - TX - Austin

US - TX - San Antonio

US - TX - El Paso

Work Experience: General Services Administration

04/2018 - Present

819 Taylor St

Salary: \$57,728.00 USD Per Year

Fort Worth, TX 76120 US

Hours per week: 40

Series: 1670

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Equipment Specialist

Serve as an Equipment Specialist in the Maintenance Control Center (MCC). Provide nationwide support to agency representatives, Fleet Management Centers, Repair facilities, and vehicle operators concerning vehicle maintenance requirement. Answer approximately 1200 calls a month from automotive repair vendors requesting maintenance approval and customer general maintenance questions e.g. roadside assistance, vendor recommendations, maintenance history etc. Produce on average of 400-410 open and close purchase orders in the Fleet Management System (FMS). Utilize FMS data base to input repair requirements, create purchase orders, and pay vendors for their

services. Analyze historical maintenance to determine if warranty is applicable from previous repairs to new repairs. Research labor time standards with Mitchell to ensure repair times are in accordance with industry standards. Search part numbers in manufacturer websites to ensure we are getting the best value for our money. Contact Fleet Service Representatives when additional information is needed regarding the vehicle or the customers needs to ensure appropriate maintenance decision is made in support of our customer. Provide helpful and courteous service to our customers and vendors. Received positive feedback from callers and management regarding my quality of customer service.

U.S. Army Recruiting Battalion Los Angeles

01/2015 - 04/2018

6337 Balboa Blvd

Salary: \$54,616.00 USD Per Year

Encino, CA 91316 US

Hours per week: 40

Series: 0342

Pay Plan: GS

Grade: 07

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Support Services Specialist

Served as the Fleet Manager and Facility Manager for the U.S. Army Recruiting Battalion Los Angeles. Manage a fleet of 155 government vehicles for the Battalion (BN) throughout the Los Angeles metropolitan area. Serve as the primary point of contact for the Fleet Service Representative (FSR), Accident Management Center (AMC), and the Maintenance Control Center (MCC) for any government vehicle related actions. Work closely with the FSR in managing the BN fleet accounts by validating general merchandise reports, ensure preventive maintenance is completed on schedule, answer questions on Agency Incurred Expenses (AIE), and utilizing the Customer Acquisition Module (CAM) is GSA Fleet Drive-Thru. Responsible for providing drivers training to all incoming personnel and maintain driver's records. Ensure our drivers are utilizing GSA approved vendors when requesting any maintenance for our vehicles. Informing our drivers not to allow unnecessary repairs or upselling when the vehicles are taken in for maintenance. Inspect final invoices for all maintenance on the vehicles to ensure repair costs are reasonably priced. Visit vehicle manufacturer websites to search for any open recalls and have our drivers take the vehicles immediately to the dealership for repair. Train our drivers on the proper use of the GSA WEX card by providing assistance in making purchases under \$100.00 and letting them know any maintenance over \$100.00 requires MCC approval. Perform statistical data reports of the fleet to capture trends or inconsistencies in utilization, maintenance, billing, inventory, or accidents. Assist the AMC in gathering all required documents for

any damages to our government vehicles. Process an average of 4-5 vehicle damage reports per month and assist the drivers in filling out the Standard Form 91, sworn statement, request police report, and repair estimates from GSA registered vendors. Perform monthly audits on WEX fuel card transactions to ensure fraud, waste and abuse is not present. Initiate internal investigations for any signs of WEX fuel card fraud or any government vehicle misuse. Closely monitor fleet utilization to ensure vehicles are meeting the utilization criteria set by our agency. Rotate vehicles that are underutilized to achieve maximum usage at all times. Periodically brief my supervisor on the status of our fleet and discuss ways to reduce cost and increase overall efficiency. Provide customer service to our 230+ drivers by interpreting fleet transportation laws, regulations, and policies. Run routine reports using GSA Fleet Drive-thru to analyze data and identify trends or inconsistencies to prevent fraud, waste, and abuse of the fleet. Responsible for 20 recruiting facilities throughout the Los Angeles metropolitan area. Act as a liaison with the U.S. Army Corps of Engineers (USACE) to provide information regarding the BN's requirement for necessary facility actions. Responsible for the upkeep and maintenance of the recruiting facilities by submitting approximately 10 work order per month through USACE for property owner action. Oversee the process of opening new offices by reviewing acquisition requirements, site selections and floor plan layouts. Ensure constructions build outs adhere to the specifications set forth the U.S. Army Recruiting Command (USAREC) and work closely with Realty Specialists from USACE in selecting commercial locations. Manage office closures and ensure leased property has been cleared and ready for turn-in to the lessor.

U.S. Army Reserve (Civilian)

06/2012 - 01/2015

3925 Saratoga Ave.

Salary: \$48,004.00 USD Per Year

Los Alamitos, CA 90720 US

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 7

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Supply Technician

Served as the facility's supply technician and primary dispatcher for GSA vehicles assigned to the facility. Responsible for proper control, operation, and preventive maintenance, safety, and driver training of a non-tactical vehicle fleet. Inform employees and issue technical guidance on the usage of non-tactical vehicles e.g. official business only, mileage limits, geographical driving authorizations, and unauthorized personal use based on regulations, directives and SOPs. Advise all employees on matters pertaining to motor vehicle control, operation, dispatching and maintenance of assigned

vehicles. Assure compliance with Government Service Administration (GSA), United States Army Reserve (USAR), and Regional Sustainment Command (RSC) policies and procedures. Ensure employees are in compliance with any mandatory training for the use of non-tactical vehicles such as the NSC Defensive Driving Course through GSA Fleet Drive-thru. Maintain contact with RSC Fleet Manager to execute vehicle replacement/turn-in program of GSA vehicles at the Norwalk Auto Auction. Inspect the vehicles at the time of pick-up for any damage or mechanical deficiencies; ensure that all proper documentation is received including WEX fuel cards. Monitor and correlate fuel expenditures of WEX cards against the usage of the vehicle to determine instances of excess gas usage. Ensure all vehicle operators are advised on the proper use of GSA fuel cards to ensure there is no misinterpretation under what circumstances the fuel cards can be used and their safeguard. Plan and execute the motor vehicle preventive maintenance such as oil changes, tire rotations and other routine services; maintaining records to ensure compliance with warranties and recalls issued by the manufacturer. Ensure that maintenance records and procedures are in accordance with USAR Regulations and GSA Policy. Constantly ensuring equipment meets or exceeds safety and health standards i.e. low pressure on tires, worn belts, major leaks etc. Advises facility manager of serious vehicle deficiencies for example any vehicle requiring major mechanical repairs or having a vehicle down for long period of time. Formulate and analyze spreadsheets to identify proper mileage usage so that minimum mileage standards are being met and closely monitor any excess usage that does meet normal trends. Oversee repair parts requisitions for approximately 80-100 maintenance work orders for production control. Check on-hand stock by periodically conducting quarterly, semi-annual, and annual physical inventories of approximately 876 bulk and single items to ensure 100% accountability. Establish and maintain supply records on file for auditing purposes from higher headquarters. Oversee the demand for requisitions to anticipate future requirements and maintain authorized levels of supplies. Requisition approximately \$867,000 of expendable and non-expendable items for FY14. Manage supply priorities based on mission requirements to maximize the highest level of support for units. Supervise the facility's turn-in program to dispose of unserviceable supplies, repair parts, and equipment in accordance with current disposition regulations. Currently have turned-in approximately \$32,000 worth of serviceable repair parts and supplies back into the Army Supply System. Review documents indicating status and availability of items to avoid any discrepancies that can affect the progress of a maintenance work order. Request approximately 70-80 requisitions bulk and individual items on a weekly basis for maintenance work orders and stock. Answer inquiries relating to the status of action on the requisition by utilizing the Logistics Information Warehouse (LIW), notify production control if the requisition has been backorder, delayed, released, or shipped. Investigate discrepancies resulting from shipment of erroneous quantities, unit of measure, price changes, and quality of items i.e. making sure there is no damage of supplies. Answer questions relating to services in my supply area i.e. requisition procedure, regulations regarding quotes for local vendor purchases, and turn-in of non-expendable property amongst other supply functions. Authorized to purchase up to \$20,000 worth of supplies per month with Government Purchase Card (GPC). Perform market analyses to determine most economical sources of supplies. Purchased

approximately \$65,000 of supplies for all sections within the facility. Analyze procurement data and reconcile purchases on book register every fiscal year; received 100% in command audits for GPC practices. Utilize automated tools such as Microsoft Office and Microsoft Excel spreadsheets for weekly meetings to advise management on impact of supply regulations, policies, publications, and directives affecting the section. Consult with supply supervisor and facility manager on supply problems; recommend solutions to mitigate waste and abuse of supplies.

U.S. Army Reserve (Civilian)

04/2011 - 06/2012

3925 Saratoga Ave.

Salary: \$44,600.00 USD Per Year

Los Alamitos, CA 90720 US

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 7

Supervisor (b) (6)

Okay to contact this Supervisor: Yes

Equipment Storage Clerk

Performed duties as Fleet Management System (FLMS) operator for the facility storage department. Ensured all Army assigned equipment and or property has preventive maintenance (PM) schedules in place in accordance with maintenance technical manual for approximately 950 pieces of ground tactical equipment for the U.S. Army Reserve units. Provided weekly reports, equipment maintenance status, and condition of the overall storage facility to the storage supervisor. Submitted 40-60 maintenance work orders to production control on a weekly basis. Involved in quality assurance of repaired equipment. Assured that tactical equipment was serviceable and ready for use by customers for military exercises. Recommended modifications to maintain efficiency and effectiveness of storage operations to the supervisor. Assisted Army Reserve units with their Property Unit Supply Enhanced (PBUSE) hand receipts by conducting inventories for their stored equipment at the facility; accomplished 100% equipment accountability with no Financial Liability Investigations of Property Loss (FLIPL) against the storage supervisor. Supervised actions of the supervisor's primary hand receipt to ensure proper posting is accomplished to the FLMS system. Administered incoming and outgoing equipment through commercial transportation to ensure 100% accountability.

U.S. Army Reserve (Civilian)

03/2009 - 04/2011

3925 Saratoga Ave.

Salary: \$40,177.00 USD Per Year

Bldg. 272

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 6

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Los Alamitos, CA 90720 US

Maintenance Production Control

Served as a Maintenance Administrative Technician in a US Army Reserve (USAR) Maintenance Activity. Responsible for a variety maintenance and supply duties assuring equipment maintenance requirements are accomplished in accordance with the Army Maintenance Management System (TAMMS). Maintain, control, and edit shop equipment database of approximately 400 pieces of supported equipment. Constantly contact supported units and schedule equipment into the shop for maintenance based on equipment service intervals. Inspect work requests and ensure that all TAMMS records are accurate and complete and comply with Standing Operating Procedures prior to accepting equipment for repair. Responsible for correctly inputting approximately 10-15 work requests on a daily basis into the FLMS STAMIS database and subsequently prepared the shop production control schedule. Monitor the work progress of roughly 350-400 work requests by maintaining daily production control records by labor distribution codes. Conduct weekly maintenance meetings to determine status of work in progress by reviewing supply documents and interacting with work leaders to compare actual time used against estimated completion times. Develop multiple production control reports that determine mechanic utilization rates and also identify shop supervisor who will research methods to improve shop efficiency based on report data. Notify supported units on a weekly basis about production delays and expected completion dates of equipment. Reviews weekly schedules showing total man-hours available, leave, overhead other than leave, total productive labor available, and man-hours for recurring maintenance. List current and on-going job orders and descriptions with estimated man-hours for each job order based on past experience, carry-over from the previous week, and recurring maintenance needs. Insure that trade shops are fully utilized and productive. Maintain the facility's key control to include toolbox keys for approximately 45 mechanics. Have 100% accountability for keys and received first time go on all command inspections to include The Army Award for Maintenance Excellence (AAME) conducted by United States Army Reserve Command (USARC) in 2009. Assigned as the primary dispatcher for the facility's 5 GSA fleet vehicles, calculated and regulated monthly usage of GSA vehicles; reported GSA usage to higher headquarters. Maintained control of GSA vehicles required maintenance. Responsible for the facility's 200 lines of bench stock items within the maintenance activity, conducted 100% monthly inventories and reviews as required with no discrepancies. Requisition Bench Stock supplies and repair parts using manual and automated procedures. Assisted Supply Technician in researching hard to find

parts using the available data to include local vendors using IMPACT purchase card. Check on average of 10-15 incoming shipments of stock for discrepancies by visual inspection and comparison against receipt documents. Calculated bench stock and shop stock overages, shortages of approximately 500-600 lines. Assigned as the liaison between customers and U.S. Army rebuild depots to get equipment ready for rebuild program, successfully shipped out approximately 15 pieces of equipment to different depot rebuild locations. Assigned to receive incoming mail for activity; read, analyze, and segregate correspondence for issue to appropriate recipients.

The Home Depot

01/2008 - 02/2009

16800 Roscoe Blvd

Salary: \$11.00 USD Per Hour

Van Nuys, CA 91406 US

Hours per week: 32

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Special Services Associate

Contacted an average of 10-15 customers, suppliers, or others a day to obtain merchandise status information and/or expedite delivery, also operate computer terminals for record-keeping, data input, and corrections. Helped customers with special orders and projects that require installation. Provided general customer service to approximately 45-50 customers on a daily basis. Performed duties answering customer questions (via telephone or in person) and resolving any questions that arise.

U.S. Army

10/2007 - 01/2008

Bldg. 6901

Salary: \$23,000.00 USD Per Year

Fort Hood, TX 76544 US

Hours per week: 45

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Senior Unit Level Logistics-Ground Operator

Assisted in establishing the companies maintenance program and supply operations upon arrival from overseas. Performed record functions in inventories, storage, cataloging, receipts and control processes to establish the unit's equipment authorization. In charge of 25 personnel during the months of November and December with 100% accountability and with no issues among the

subordinates. Troubleshoot basic computer skills and helped set up a network among the 6 companies in order to perform maintenance and logistical operations.

U.S. Army

06/2007 - 10/2007

Bldg. 2694

Salary: \$23,000.00 USD Per Year

Camp Carroll, KS

Hours per week: 45

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Senior Unit Level Logistics-Ground Operator

Supervised six personnel with responsibility for maintaining and accounting approximately over 500 pieces of equipment to include trucks, generators, weapons and chemical systems. Trained, mentored, and made recommendations to ULLS-G supervisors and operators. Prepared, edited, and processes requisitions to stock. Reviewed individual company maintenance, equipment authorizations, and logistical reports for discrepancies.

Identified, researched, and trouble shot 6 ULLS-G programs and basic Microsoft Windows software inconsistencies. Ensured correct parts were requisitioned utilizing supply organizations to obtain parts availability dates in accordance with current supply regulations, military tracking logistics and supply websites, and over four years of supply management experience, to track over 120 daily requisitions of Class IX repair parts. Interpreted the status supply codes, updated and notified companies of their requisition status, and resolved any open issues.

U.S. Army

03/2005 - 06/2007

Bldg. 2474

Salary: \$23,000.00 USD Per Year

Fort Bliss, TX 79916 US

Hours per week: 45

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Unit Level Logistics-Ground Operator

Performed company maintenance administration and supply functions in support of a 75-person organization using ULLS-G. Oversaw stock maintenance for 300 pieces of equipment, conducted 2 monthly physical inventories resulting in 98%-100% in accountability, received 15-20 requisition daily, screened documents/lists for receipt verification and quality/quantity, initiated prepared, edited, and

processed on average of 25-30 requisitions as replenishment stock. Maintained the unit document register for expendable and non expendable supplies. Actively updated supply requisitions status and took appropriate action to cancel or upgrade the priority of requisitions. Properly labeled, secured, and assigned supplies to appropriate personnel and equipment. Achieved \$1.5 million dollars of serviceable and unserviceable repair parts turn-in credit as reimbursement to the organizations budget. Served as the units' maintenance administrative clerk conducted on average of three to four maintenance requests on a weekly basis. Estimated equipment repair time based on the maintenance inspection sheet, processed approximately 300 to 500 maintenance requests during the three years assign to the unit and based on work to be done assured the availability of repair parts that were needed in order to fulfill the maintenance job. Scheduled work on a daily basis in accordance to the maintenance request priority. Advised the motor sergeant and maintenance warrant officer of the status of current job orders. Maintained file records of all open and closed maintenance orders for the unit. Reconciled with the units equipment sections to establish annual maintenance services for trucks, generators, trailers, weapons, NBC equipment, and communications equipment. Mentored, coached, and provided performance evaluation reports for two soldiers and supervised their individual duties as the company Petroleum Specialists.

Sears Roebuck Co.

01/2004 - 02/2005

12121 Victory Blvd

Salary: \$7.75 USD Per Hour

North Hollywood, CA 91606 US

Hours per week: 32

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Shipping and Receiving Clerk

Received 100% of the stores merchandise from the direct distributor. Processed, inventoried for accountability, and distributed merchandise to appropriate departments.

Prepared returned merchandise for shipping using the companies logistics tracking system. Provided accurate inventory for the entire stores merchandise. Assisted in customer service by using the companies automated merchandise pick-up system.

U.S. Army Reserve

01/2004 - 02/2005

5340 Bandini Blvd

Salary: \$204.00 USD Per Month

Bell , CA 90201 US

Hours per week: 16

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Assistant Supply Manager

Maintained hand-receipts and turn-in documents and records for approximately 120 personnel. Recorded unit equipment shortages, created monthly demand analysis reports. Assisted as the units' armorer, recorded service schedules and maintenance management reports. Successfully deployed to Germany in support of Operation Iraqi Freedom. Supported a warehouse in issue, turn-in, and storage section processing approximately 250 transactions on a daily basis for 25 customers

Education: North Hollywood High School

Valley Glen, CA US

High School or equivalent (b) (6)

GPA: (b) (6)

Los Angeles Valley College

Sherman Oaks, CA US

Some College Coursework Completed

(b) (6)

Major: (b) (6)

(b) (6)

Job Related Training: ACQ 101 Fundamentals of Acquisition Management-8/15/18

CLC Services Acquisition- 5/23/18

CLM 005 Industry Proposals- 5/9/18

CLM 014 Team Management and Leadership- 8/15/18

CLM 024 Contracting Overview-5/23/18

CON 100 Shaping Smart Business Arrangements- 1/12/17

CON 237 Simplified Acquisition Procedures-1/31/17

FAC 031 Small Business Programs- 5/23/18

FAC 033 Contract Management Strategies- 8/15/18

FAC 038 How to Integrate into Green Procurement- 5/9/18

FAC 043 Ethics and Procurement Integrity- 4/17/18

FAC 052 GSA Reverse Auction Platform- 5/9/18

HSB 428 Negotiating- 4/19/18

GSA Fleet 101- 6/20/18
GSA Fleet Acquisition- 7/18/18
GSA Fleet Vendor Management- 7/18/18
GSA Fleet Remarketing- 7/18/18
Role of the FSR- 6/20/18
Agency Incurred Expense (AIE)- 6/6/18
Marshaling- 6/6/18
Customer Interactions-11/7/18
Customer Services Confrontation and Conflict- 4/18/18
Customer Service Building Rapport- 4/18/18
Customer Service Over the Phone- 4/18/18
Dealing with Irrational Customers- 4/18/18
Communication Challenges- 9/11/18
Communicating Effectively with Customers-
8/15/18

Languages: English

Spoken: Advanced

Written: Advanced

Read: Advanced

Spanish

Spoken: Advanced

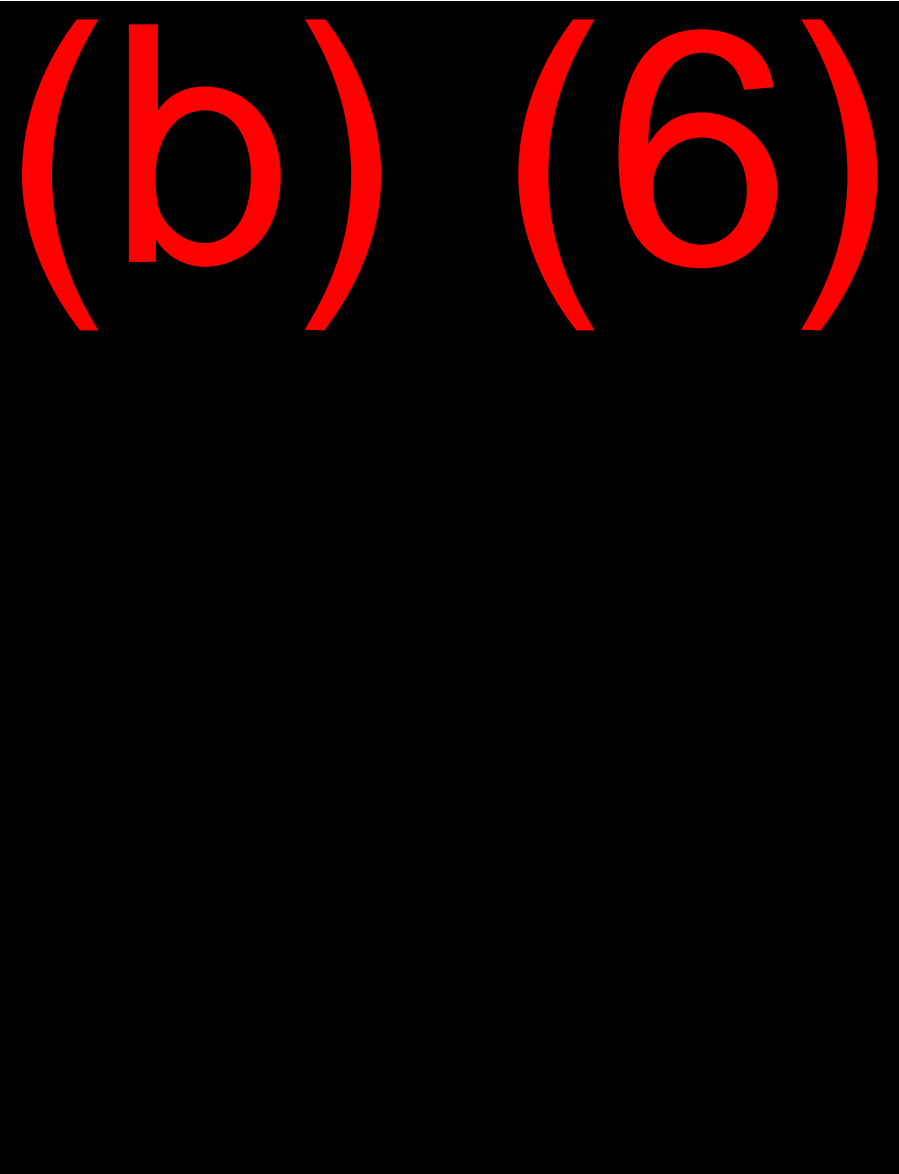
Written: Intermediate

Read: Advanced

References (b) (6)

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Additional Information:

Department of the Army Commander's Award for Civilian Service

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Driver License

Troubleshoot basic computer issues